

Anu Elsa Varghese

Personal Details

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- Email : anuelsavarghese@gmail.com
- Address : Villa-01,
31 A street, Al Quze-1, Dubai, UAE
- Date of Birth : 17/10/1989
- Marital Status : Married
- Nationality : Indian
- Religion : Christin
- Languageage known : English & Malayalam
- Visa Status : Spouse Visa



Objective

To work in a challenging and dynamic environment, where I can refine my skills and contributes to the organization's growth through my expertise.Finance & Accounting Experience of 6 Years & 09 Months.

Professional Skills

- •Tally ERP-9
- MS Office
- SAP
- MS Excel
- GST

Key Responsibilities Handled

- • Daily MIS Report
- Tally Accounting
- Bank Reconciliation
- Tax Filing
- Journal Accounting
- Cash Handling
- Bank Work
- Bills Booking
- Vendor Payments

Experience

- **Accountant** 10/01/2022 - 06/01/2023
Sk Associates [Tax Office]
1 year
- **Finance & Accounts Executive** 20/10/2019 - 17/12/2021
Starcare Hospital, Kozhikode, Kerala, India.
2 year & 2 months
- **Accounts Excecutive** 20/5/2014 - 30/12/2015
Kannimala service co-operative Bank, Mundakayam, Kerala, India
1 year & 6 months
- **Billing** 12/3/2012 - 18/5/2014
Muthoot Honda, Thiruvalla, Kerala, India.
2 years & 2 months

Education

Course / Degree	School / University	Grade / Score	Year
Master In Busines Administration	Madurai Kamaraj University	Finance	2013
Bachelor In Computer Application	Madurai Kamaraj University	Computer	2010
Plus Two	Government of Kerala	Commerce	2007

Additional Information

PASSPORT DETAILS

Passport no : W5017141
Place of issue. : COCHIN
Date of Issue. : 19/09/2022
Date of expiry. : 18/09/2032

DECLARATION

I do hereby solemnly and in my proper senses declare that the information above is true and the document submitted along with these curriculum vitae is correct to the best of my knowledge and belief.

Yours Sincerely

ANU ELSA VARGHESE